

Attention: Singaporean, PR & LTVP holders

E-mail CV to [glaze@glaze.sg](mailto:glaze@glaze.sg)

## **JOB ANNOUNCEMENT:** Assistant Outlet Manager

### **ABOUT**

At GLAZE we lead with our fundamental principle of using only the finest quality ingredients to bring delicious and wholesome desserts with style and sophistication. We are unconditionally committed to our community and to providing an exceptional service to our customers.

### **OPPORTUNITY**

A unique opportunity to join a community-driven cake and dessert bar at 111 Somerset with a higher mission for social good. If you are an ambitious and hard-working individual, GLAZE is an ideal place to get ahead. You will have an outstanding opportunity for personal and professional growth and work in a friendly and supportive environment.

### **RESPONSIBILITIES**

- Manage POS, cash and NETS transactions
- Manage, track and coordinate online orders
- Oversee scheduling of staff members
- Barista duties (training on the job will be provided)
- Manage daily operations of the counter and the cafe
- Monitor and maintain cafe inventory
- Assist in all ad-hoc tasks set forth by management
- Responsible for Closing of the store and occasionally Opening of the store when required

### **REQUIREMENTS**

- Previous working experience as Barista preferred but training will be provided
- POS experience preferred but training will be provided
- Excellent organizational and time management skills
- Great attention to detail and ownership
- Great interpersonal and leadership skills
- Must possess a positive and friendly attitude and have the ability to work with a variety of people, including colleagues and customers

### **OFFER:**

- \$15/hour (part-time)
- 1pm-5pm (Monday-Thursday)
- 1pm-6pm (Friday-Saturday)

**Note:** More hours can be added to the schedule (optional)